

Tennessee Department of Correction Division of Rehabilitative Services

JOB ANNOUNCEMENT: Education Administrator/Educ Consultant 3, Executive Service, Grade 38, Salary Range \$4,736-\$7,576.

This position is responsible for the coordination and administration of all educational and career development programming within TDOC to include, Academic, Vocational, and Post-Secondary education. The education coordinator shall provide guidance and assistance to the institutional education staff as applicable.

This position is responsible working with the Tennessee Department of Education to identify educational trends and develop viable programs, policies and procedures to enhance the educational skills and opportunities for offenders within the prisons and those under community supervision. This position is also responsible working with the applicable TDOC personnel and other State agencies to identify workforce initiatives, develop viable career programs and training programs for offenders in the prisons and those under community supervision. Other duties include coordination of teacher/principal evaluations, monitoring classroom participation, education staff performance, student education assessment plans, and facilitating interdisciplinary approaches to delivery of education services. Additional duties also include facilitation of professional development training and educational resources that enable staff to balance work requirements with learning opportunities.

Requirements, Skills and Specifications:

- Must be licensed as a school administrator in Tennessee and have a Master's Degree in educational supervision or administration and at least 5 years' experience as an Educational Administrator; a Doctorate is preferred.
- Must demonstrate proficiency and capability to make rational decisions, solve problems, organize their time well, and work efficiently.
- Must be a self-starter, motivated, organized, detail-oriented, with strong leadership skills, resolve, self-confidence, originality, and drive.
- Must have good communication skills, writing skills and the ability to appropriately correspond with a variety of agencies and clients.

To apply, submit a letter of application, complete resume reflecting education and specific positions held, and salary history and requirements to Merita Vest at merita.vest@tn.gov. Applications will be accepted until position is filled.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Correction (TDOC) does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or employment in, its programs, services or activities.